

TRANSMITTAL SLIP		DATE
Approved For Release 2002/11/20 : CIA-RDP84-00780R000400180003-8		
TO: O/DD/S		
ROOM NO.	BUILDING	
REMARKS:		
<p>This has been noted by DDCI and ExDir (the "tell Kirk" is General Carter's note).</p> <p><i>Noted Noon - 9 Mich</i></p>		
FROM: O/ExecDir		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

☆ GPO : 1957-O-439445

(47)

MEMORANDUM FOR: General Carter

You read this memorandum in my office a few days ago. I just wanted to advise you that I have talked to Tom Karamessines about this and he was very understanding. I have also issued instructions to proceed with this move as soon as possible.

STAT

L. K. White

6 FEB 1964
(DATE)

FORM NO. 101 REPLACES FORM 10-101
1 AUG 54 WHICH MAY BE USED.

(47)

SECRET

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Executive Registry
64-940

3 FEB 1964

MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT : Headquarters Space

1. This memorandum is for information only.
2. We have again reached the point where it is necessary to move a component out of the Headquarters building in order to provide space for approved expansion. Current requirements are:
 - 6,750 sq. ft. -- Deputy Director for Science & Technology Staff
 - 15,000 sq. ft. -- Foreign Missile & Space Analysis Center/ORD
 - 1,700 sq. ft. -- Office of Budget, Program Analysis, and Manpower
 - 2,000 sq. ft. -- Office of Computer Services
- 25,450 sq. ft. -- TOTAL

Against this requirement we have vacant within the Headquarters building approximately 13,000 sq. ft., but 6,000 sq. ft. of this will not be reassignable until the moves and reorganizations behind the barrier have been completed. Even then, some of the space will exist heterogeneously and will not satisfy any significant portion of the above requirements. Thus, we have at the moment only 7,000 sq. ft. immediately usable. The net additional space now required amounts to 18,450 sq. ft.

3. From my conversation with the Executive Director-Comptroller, it is my understanding that the Director does not wish to consider having any DD/S&T office operate from a location other than the Headquarters building. Further, the integrity of the new DD/I organization must be maintained, and it is not feasible for an operating component of the Clandestine Services to operate effectively from a displaced location. I therefore see no alternative to moving additional Support elements from the Headquarters building. Strong arguments can be put forth against the move of any Support component. However, after careful consideration of the space requirements in the Headquarters building, the space available elsewhere, and the functions which the Support components perform, I have concluded that moving the Office of Finance is the

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GROUP 1
Excluded from automatic
downgrading and
declassification

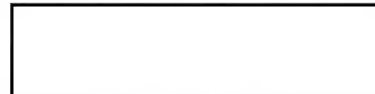
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least unattractive of several undesirable alternatives. I have therefore decided to move the Office of Finance to the South and Central buildings. This would permit me to pick up 19,000 sq. ft. It also leaves approximately 6,000 sq. ft. behind the barrier for future use.

4. In order to minimize the impact of this move upon service to Headquarters components, especially those within the Clandestine Services, I plan to retain a few Finance personnel in the Headquarters building. This would provide the necessary disbursing and certification facilities for matters requiring rapid handling.

5. In order to avoid delays in handling transactions, we will establish a secure communications link between the Headquarters and the South buildings, which will permit the Office of Finance to act promptly in responding to overseas monetary and financial requirements.



L. K. White
Deputy Director
for Support

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cc: D/L

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